

Comptroller's Directive No. 1-05
Attachment HE-8
Equipment Trust Fund (ETF) Program

Introduction

The Virginia College Building Authority (VCBA) was established to provide state-supported institutions of higher education bond proceeds for financing the acquisition and replacement of instructional and research equipment. This program is referred to as the Equipment Trust Fund Program (ETF). This attachment is to obtain amounts reported on the financial statement template related to the ETF Program. This is similar to prior year Attachment HE-8.

Applicable institutions

All institutions **must** complete this attachment.

Due date

September 8, 2005

Submission requirements

Contact DOA if the institution has any problems with the files.

After downloading the excel file, rename the file using the institution's acronym followed by Attachment HE-8. For example, VCCS should rename the Attachment HE-8.xls file as VCCS Attachment HE-8.xls.

Submit the excel file electronically to finrept@doa.virginia.gov.

Copy APA via E-mail to APAFinRept@apa.virginia.gov.

Do not submit paper copies of this spreadsheet.

Attachment revisions

If attachment revisions are made subsequent to DOA acknowledgement of receipt and acceptance of the original attachment submission, **resubmit the revised attachment AND complete the [Revision Control Log Tab \(TAB 2-RCL\)](#) in the attachment excel file.**

Enter the revision date, row number and column letter revised, and the previous and revised information. Document text changes and numerical changes. Only enter changes for amounts actually keyed. For example, if a non-keyed, calculated total changes as a result of the revision, this does not need to be documented on the Revision Control Log.

If the attachment is revised more than once, do not delete control log revision information from the previous revision. Enter the new revision date and the additional revisions in the rows following the initial revision rows. This log should document all revisions from the initial attachment submission.

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Entries for ETF reimbursement from VCBA & related entries

The reimbursement received from VCBA for equipment purchases is equivalent to a donation. Therefore, higher education institutions must record revenue for the funds received from VCBA that relate to equipment. **The reimbursement amount must be recorded on the line item Capital Gifts and Grants (ETF) or Other Gifts and Grants* (ETF) on the financial statement template.**

*Other Gifts and Grants (ETF) line item represents reimbursement amounts for noncapitalizable equipment.

For more detail regarding journal entries to record ETF program activity, please refer to the "Higher Education Accounting Procedures" on DOA's website at www.doa.virginia.gov. Click on "Financial Reporting" then click on "Higher Education Accounting Procedures."

Attachment information

- Provide the end of year balance for the amount due from the Commonwealth related to ETF purchases. Report this balance on the line item **Due from Primary Government** on the financial statement template.
 - Provide the revenue amount for reimbursements received (plus the current year accrual less prior year's accrual) from VCBA related to equipment. This amount must be recorded on the line **Capital Gifts and Grants (ETF) or Other Gifts and Grants (ETF)** on the financial statement template.
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